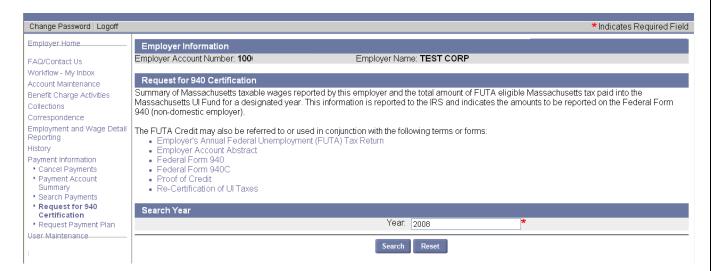
REQUEST FOR 940 CERTIFICATION

Introduction

This section of the document will show how an authorized user can request for 940 Certification for an employer account. 940 Certification provides a summary of Massachusetts taxable wages reported by an employer and the total amount of FUTA eligible Massachusetts tax paid into the Massachusetts UI Fund for a designated year. This information is used to report to the IRS and the system provides the capability of running this report on demand.

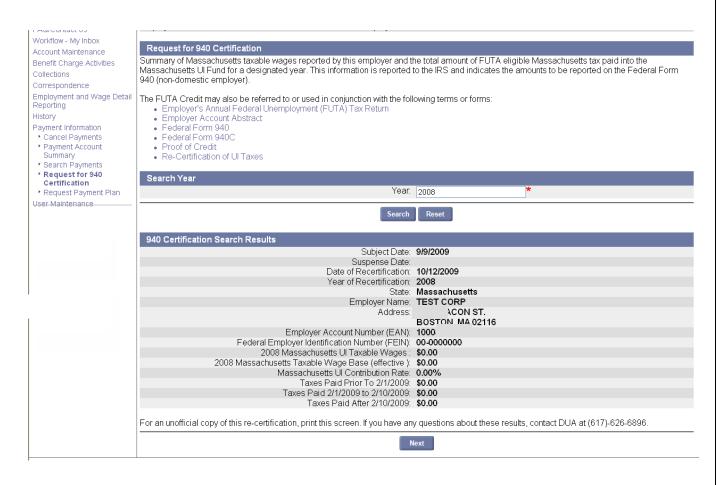
Step-by-Step Instructions:

- 1. Navigate to the payment home page, using the instructions in the section 'Navigating to Payments'.
- 2. Click on the link 'Request for 940 Certification'. The following screen will appear.



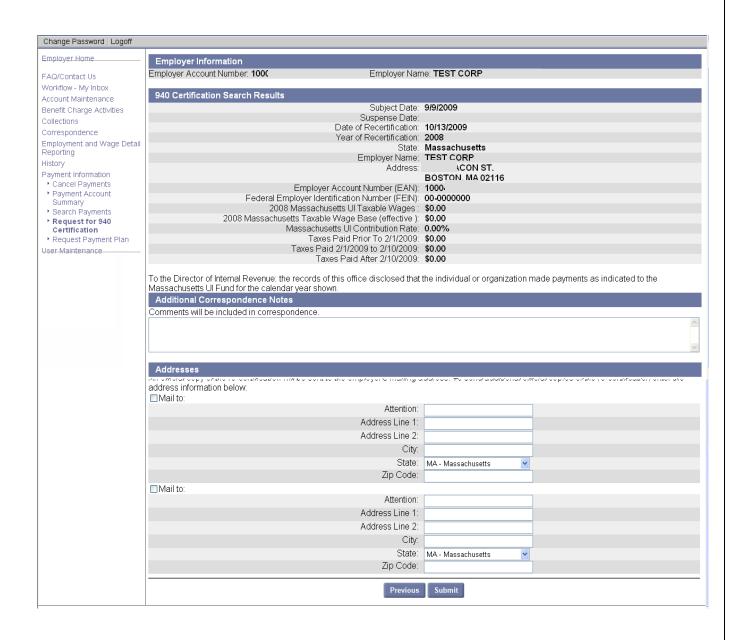
- 3. Enter the year the 940 information is requested for. Click on 'Search'.
- 4. The following screen will appear, displaying the summary of Massachusetts taxable wages reported by the chosen employer for the designated year.

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5. This screen can be printed for an unofficial copy. Click 'Next' to continue requesting an official copy. On the screen that appears (as shown in the next page), enter the addresses to which the official 940 Certification correspondence should be sent.

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6. Click on 'Submit' to complete the process and the following confirmation will appear.

